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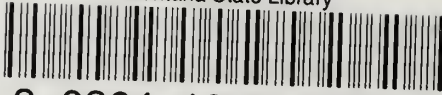
**CERTIFICATION  
OF  
TEACHERS AND SCHOOL  
ADMINISTRATORS  
IN  
MONTANA**

June, 1962

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Helena, Montana

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The following sections of this brochure were amended by action of the State Board of Education on April 13, 1964:

1. Page 7, Class 2 teaching certificate, paragraphs 3 and 4, should now read:

"This certificate is renewable every five years upon completion of one year of successful teaching during the five-year period, plus the presentation of acceptable evidence of six additional quarter credits (four semester credits) which will supplement and strengthen the teacher's preparation, and which generally will be upper division or graduate courses."

"If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of twelve additional quarter credits (eight semester credits) which will supplement and strengthen the teacher's preparation, and which generally will be upper division or graduate courses, within five years immediately preceding date of application for reinstatement."

2. Page 11, Basic Montana Programs of Teacher Education. For Secondary Teaching, paragraphs 1 and 2 should now read:

"At least 45 quarter credits (30 semester credits) in a major field, and at least 30 quarter credits (20 semester credits) in a minor field; or at least 60 quarter credits (40 semester credits) in a single field of specialization, provided these fields are subjects commonly offered for credit in the high school curriculum, and provided that the pattern of preparation constitutes the approved secondary teacher education program of an accredited college."

# CERTIFICATION OF TEACHERS AND SCHOOL ADMINISTRATORS IN MONTANA

## PREFACE

This publication provides information for teachers, school administrators, prospective teachers and those engaged in teacher education about the certification laws and policies of the State of Montana.

The information contained herein is based on Montana statutes and State Board of Education policies derived from the statutes.

Laws pertaining to teacher certification were amended in 1959. New classes of certificates were established, effective July 1, 1959. This publication describes present certificates and offers answers to questions most frequently asked.

If, after reading this publication, you have questions which remain unanswered, please write to the Superintendent of Public Instruction, Helena, Montana.

HARRIET MILLER

Superintendent of Public Instruction

June, 1962

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## GENERAL REQUIREMENTS FOR TEACHING IN MONTANA

In order to teach in Montana, you must be:

1. A citizen of the United States. (Exceptions are made for foreign exchange teachers.)
2. Between 18 and 70 years of age at the beginning of the school term.
3. In good health.
4. Certified by the State, and have registered your certificate with the County Superintendent of Schools in the county where you are to teach.

The classes of Montana teaching certificates issued after July 1, 1959, are:

Class I. Teaching Certificate (Professional)

Class II. Teaching Certificate (Standard)

Class III. Administrative Certificate

Class IV. Special Certificate (Vocational, recreation, adult education)

Class V. Teaching Certificate (Provisional)

# SPECIFIC REQUIREMENTS FOR MONTANA CERTIFICATION

## DEFINITIONS:

The terms used herein are defined as follows:

1. **Acceptable evidence** means official and up-to-date transcripts, written statements of appropriate officials and such other data as may be deemed necessary by the State Board of Education and/or the State Superintendent of Public Instruction.
2. **Accredited** refers to approval (accreditation) by the State Board of Education or a board of equal status, and/or approval by the Northwest Regional Accrediting Association and/or by the National Council of Accreditation of Colleges of Teacher Education, if acceptable to the State Board of Education.
3. **Appropriate area(s)** means subject fields such as English, mathematics, science, social studies, etc., as defined by the State Board of Education.
4. **Appropriate level(s)** means elementary and/or secondary.
5. **Appropriate officials** means the dean of the school of education or of the school of major and/or minor preparation, or other official designated by them.
6. **Approved teacher education program** means a program for teacher preparation approved by the State Board of Education or a recognized accrediting agency or agencies designated or accepted by the State Board of Education.
7. **Endorsement** means official indication of that level (elementary or secondary) and/or that area (subject field) which the holder of the certificate is authorized to teach.

**Elementary Endorsement** of the Class I or Class II Certificate authorizes the holder to teach in grades Kindergarten through Nine. Elementary Endorsement of the Class V Certificate held by a teacher with the Bachelor's Degree authorizes the holder to teach in grades Kindergarten through Nine; Elementary Endorsement of the Class V Certificate held by a teacher with less than the Bachelor's Degree authorizes the holder to teach in grades Kindergarten through Eight.

**Secondary Endorsement** of the Class I, Class II or Class V Certificate authorizes the holder to teach in grades Seven through Twelve. Secondary Endorsement is accompanied by endorsement as to the subject field(s) which the holder is authorized to teach.

8. **Teacher Education** means a course recognizing a desirable proportion of academic and professional courses and should not be construed to mean only a degree in Education.
9. **Year** means academic year, equivalent to at least 45 quarter hours (30 semester hours) of graduate or undergraduate credit.

# **CLASSES OF CERTIFICATES, Effective July 1, 1959**

## **CLASS I. TEACHING CERTIFICATE**

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a teacher education program including the Bachelor's Degree and at least one year of approved study beyond the degree. The study beyond the degree must be of such nature as to supplement the academic preparation of the applicant in teaching subject fields and related professional training. The recommendation of the appropriate official(s) is required.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence, based on recommendation of the appropriate official(s).\*

A minimum of three years of successful teaching is required.

This certificate is renewable every five years upon completion of one year of successful teaching during the five-year period.

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) within the five years immediately preceding date of application for reinstatement. (See item 4, page 12.)

## **CLASS II. TEACHING CERTIFICATE**

This certificate is issued to applicants who submit acceptable evidence of successful completion of an approved Bachelor's Degree teacher education program at an accredited institution of higher learning. The recommendation of the appropriate official(s) is required.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence, based on the recommendation of the appropriate official(s).\*

This certificate is renewable every five years upon completion of one year of successful teaching during the five-year period, plus the presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) leading to the Class I Certificate. (See item 4, page 12.)

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of twelve additional quarter credits (eight semester credits) leading to the Class I Certificate, within the five years immediately preceding date of application for reinstatement.

## **CLASS III. ADMINISTRATIVE CERTIFICATE FOR SUPERINTENDENTS, PRINCIPALS, SUPERVISORS**

### **SUPERINTENDENT'S CERTIFICATE**

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class I or Class II Certificate, or a certificate equivalent to either of these, but issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State

\*See Basic Montana Programs of Teacher Education, page 11.

Board of Education for administrative training or an equivalent institution.\* The recommendation of the appropriate official(s) is required. Professional training must include 24 graduate quarter credits. (16 semester credits) in Education including the following:

- a. If the applicant does not qualify for Elementary Endorsement of the Class I or Class II Teaching Certificate, at least 12 graduate quarter credits (8 semester credits) in Elementary Education
- b. If the applicant does not qualify for Secondary Endorsement of the Class I or Class II Teaching Certificate, at least 12 graduate quarter credits (8 semester credits) in Secondary Education
- c. Graduate courses in general school administration and school finance.
- d. At least two graduate courses in school curriculum and/or school supervision
- e. A course in student personnel (guidance or counseling)

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as a district superintendent, during which at least one-half of the applicant's time was devoted to supervision and administration.

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) at a Montana institution designated by the State Board of Education for administrative training, or an equivalent institution, within the five years immediately preceding date of application for reinstatement.\* (See item 4, page 12.)

## **ELEMENTARY PRINCIPAL'S CERTIFICATE**

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class I Teaching Certificate with elementary Endorsement, or a Class II Teaching Certificate with Elementary Endorsement, or a certificate equivalent to either of the preceding but issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State Board of Education for administrative training, or an equivalent institution.\* The recommendation of the appropriate official(s) is required. Professional training must include 15 graduate quarter credits (10 semester credits) in Education including the following:

- a. At least eight graduate quarter credits (six semester credits) in Elementary Education
- b. Graduate courses in general school administration and elementary school administration
- c. At least one graduate course in elementary school curriculum or school supervision
- d. A course in student personnel (guidance or counseling)

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

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\*Montana institutions designated by the State Board of Education for administrative training programs include Montana State College, Bozeman, and Montana State University, Missoula.



This certificate is renewable every five years upon completion of one year of successful experience as an elementary principal, during which at least one-half of the applicant's time was devoted to supervision and administration.

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) at a Montana institution designated by the State Board of Education for administrative training, or an equivalent institution, within the five years immediately preceding date of application for reinstatement.\* (See item 4, page 12.)

## **SECONDARY PRINCIPAL'S CERTIFICATE**

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class I Teaching Certificate with Secondary Endorsement or a Class II Teaching Certificate with Secondary Endorsement, or a certificate equivalent to either of the preceding but issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State Board of Education for administrative training, or an equivalent institution.\* The recommendation of the appropriate official(s) is required. Professional training must include 15 graduate quarter credits (10 semester credits) in Education including the following:

- a. At least eight graduate quarter credits (six semester credits) in Secondary Education
- b. Graduate courses in general school administration and secondary school administration
- c. At least one graduate course in secondary school curriculum or school supervision
- d. A course in student personnel (guidance or counseling)

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as a secondary principal during which at least one-half of the applicant's time was devoted to supervision and administration.

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) at a Montana institution designated by the State Board of Education for administrative training, or an equivalent institution, within the five years immediately preceding date of application for reinstatement.\*

(See item 4, page 12.)

## **SUPERVISOR'S CERTIFICATE**

This certificate is issued with endorsements in specific fields such as music, guidance and counseling, and school finance, or in general areas such as elementary education,

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\*Montana institutions designated by the State Board of Education for administrative training programs include Montana State College, Bozeman, and Montana State University, Missoula.

secondary education, and curriculum development. This certificate may be issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree or equivalent in the special area to be endorsed or in appropriate professional programs for the general area endorsements.

The professional training required for this certificate must include 15 graduate quarter credits (10 semester credits) in supervision, curriculum and methods in the fields to be endorsed. The recommendation of the appropriate official(s) is required.

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience in the endorsed field, during which at least one-half of the applicant's time was devoted to that field.

If this certificate has been allowed to lapse (has expired and not been renewed), it may be reinstated upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) within the five years immediately preceding date of application for reinstatement. (See item 4, page 12.)

#### **CLASS IV. SPECIAL CERTIFICATE (VOCATIONAL, RECREATION AND ADULT EDUCATION)**

These Special Certificates are issued to applicants presenting training and experience required by the United States Office of Education or by the special needs of these fields. Requirements vary with the situation. For details, write to the Superintendent of Public Instruction, Helena, Montana. Except for teachers in highly specialized or technological areas, these Special Certificates are not issued to teachers in vocational education programs which are part of a regular high school program; such teachers are certified under Class I, II or V.

#### **CLASS V. TEACHING CERTIFICATE**

This certificate may be issued to:

- a. Applicants for Elementary Endorsement who submit acceptable evidence of successful completion of a minimum of two years of college work in an approved **elementary teacher education program** which includes those professional courses required for a diploma or degree
- b. Applicants for Secondary Endorsement who submit acceptable evidence of successful completion of at least a Bachelor's Degree which must include not less than major preparation in a subject commonly taught for credit in the high school curriculum, and which may include either a completed non-approved teacher education program or an incomplete teacher education program.

Issuance of this certificate is dependent upon the written recommendation of the appropriate official(s) of an approved institution, with whom the applicant has outlined a Plan of Professional Intent which commits the applicant to an academic program leading to the Class II Certificate.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence.

This certificate is renewable every two years upon completion of one year of successful teaching during the two-year period plus the presentation of acceptable evidence of completion of at least 16 additional quarter credits (11 semester credits) leading to the Class II Certificate, and the recommendation of the appropriate official(s). Not more than three renewals will be granted.

A teacher with Class V certification who consecutively acquires the maximum number of renewals will be required to complete the program for the Class II Certificate within eight years of the date of issuance of his first Class V Certificate.

An applicant for reinstatement of Class V certification whose previous Class V Certificate has lapsed (has expired and not been renewed), must present at least 16 quarter credits (11 semester credits) leading to the Class II Certificate, of which at least six quarter credits (four semester credits) must have been earned within five years immediately preceding the date of application for reinstatement. Recommendation of the appropriate official(s) of an approved institution, with whom the applicant has outlined a Revised Plan of Professional Intent, is required.

Persons with Class V certification who, during the term of a Class V Certificate, complete the requirements for the Class I Teaching Certificate or the Class II Teaching Certificate, may file application immediately for the certificate for which they qualify.

## **BASIC MONTANA PROGRAMS OF TEACHER EDUCATION**

### **FOR ELEMENTARY TEACHING:**

General courses in language arts, reading, history, social sciences, sciences, mathematics, music, fine arts

Professional courses from the following areas: elementary techniques and methods; child growth and development or equivalent courses in psychology; history, philosophy or sociology of education; audio-visual education; mental health and hygiene; methods and skill in physical education; remedial reading and speech correction; guidance; and observation and student teaching

The Class II Certificate requires the Bachelor's Degree in elementary education or equivalent program; the Class I Certificate requires one year of approved study beyond the degree.

### **FOR SECONDARY TEACHING:**

At least 45 quarter credits (30 semester credits) in a major field which is a subject commonly offered for credit in the high school curriculum.

At least 30 quarter credits (20 semester credits) in a minor field which is a subject commonly offered for credit in the high school curriculum

Professional training—at least 24 quarter credits (16 semester credits) of professional preparation for teaching in a program approved for the individual by the institution

The Class II Certificate requires the Bachelor's Degree in an approved teacher preparation program; the Class I Certificate requires one year of study in an approved program beyond the degree. (See page 7 for other requirements.)

# ANSWERS TO YOUR QUESTIONS

1. How does a teacher who has never taught in Montana secure a certificate?

If a teacher believes he can qualify for certification, he should write to the Department of Public Instruction, Helena, for a request form for application materials. He should **not** send money or transcripts with the first letter. The form he will receive includes all necessary instructions for completing application.

2. Does Montana require recent training for certification?

Yes. Recency requirements are the same as the requirements for reinstatement of certificates that have been allowed to lapse. See question 6.

3. How does a teacher who holds a currently expiring Montana certificate obtain a renewal?

The teacher should write to the Superintendent of Public Instruction, Helena, for renewal application forms, including in the request the kind of the certificate and the name under which it was issued, if other than the teacher's present name. See question 5 if expiring certificate was issued before July 1, 1959.

4. How may renewal credits be earned?

Credits earned by correspondence, from accredited colleges and universities only, may not exceed one quarter of the total number of credits required for renewal. Credits earned by extension courses offered during a school year by an accredited teacher training institution, are equivalent, for renewal purposes, to credits obtained in residence at an accredited institution. Renewal credits must be earned by August 31 of the year of expiration of the certificate to qualify for renewing the certificate for the next school term.

5. On renewal, what happens to currently expiring Montana certificates issued before July 1, 1959?

**Secondary Advanced Certificate** converts to the Class I Certificate. Renewal requirements are the same for both certificates and must be met for conversion.

**Elementary Advanced Certificate** based on the Master's Degree converts to the Class I Certificate. Renewal requirements are the same for both certificates and must be met for conversion.

**Elementary Advanced Certificate** based on the Bachelor's Degree converts to the Class II Certificate. Renewal requirements are the same for both certificates and must be met for conversion.

**Secondary School Standard General Certificate** converts to the Class II Certificate. Renewal requirements are the same for both certificates and must be met for conversion.

**Elementary School Standard Certificate** does not convert but is reissued as long as it is continuously renewed on 36 quarter credits (24 semester credits) each five years until the degree in Elementary Education is completed and eligibility for the Class II Certificate is established. However, if renewal requirements are not met, the Elementary School Standard Certificate becomes a Class V Certificate. (See question 6.)

**Administrator's and Supervisor's Certificate** converts to Class III Certificate. Renewal requirements are the same for both certificates and must be met for conversion.

Other certificates: Write to the Superintendent of Public Instruction for information.

6. How does a teacher whose Montana Certificate has been allowed to lapse (has expired and not been renewed) reinstate certification status?

Class I, II, or equivalent certificates from former certification system (see question 5), are reinstated according to the specific requirements stated in the descriptions of these certificates in this brochure. If the period of lapse is 15 years or more, the reinstatement requirements must be presented before any certificate can be issued. If the period of lapse is less than 15 years, the teacher may apply for a Class V Certificate, which allows the term of this certificate to meet the requirements for reinstatement of Class I, II, or equivalent status.

A lapsed Elementary Standard becomes a Class V Certificate unless the period of lapse is 15 years or more. In this case, the reinstatement requirements specified in the description of the Class V Certificate must be met before a Class V Certificate can be issued.

7. What is the status of a teacher who allows a Class V Certificate to lapse—i.e., who does not renew the Class V Certificate for the term following expiration date?

A Class V Certificate, not renewed on credits earned during its term (i.e., before August 31 of the year of expiration) lapses. There is no eligibility to teach during the first year of lapse.

If a Class V Certificate has been lapsed one year or more, the holder becomes eligible to teach under an Emergency Authorization To Teach if an emergency arises in a school which meets the official definition and for which authorization is requested.

In order to teach any year following the above-mentioned lapse and/or EATT year, the teacher may:

1. reinstate the Class V Certificate by presenting sixteen quarter credits (11 semester credits) approved as applying toward eligibility for the Class II Certificate, the recommendation of an accredited teacher training institution, a revised Plan of Professional Intent, and verification of successful teaching experience; or
2. maintain eligibility to teach under further emergency authorizations on presentation of twelve appropriate quarter credits (8 semester credits) each year and verification of successful teaching experience. If such twelve credits are not earned during any year, there is no eligibility for teaching under authorization for the following year.

Credits presented as the basis of eligibility for teaching under an Emergency Authorization To Teach cannot be re-submitted in applying for renewal of any other certificate, specifically not for a reinstatement of a Class V Certificate.

8. What fees are required for certification?

The certification fee is one dollar for each year of term of the certificate. Therefore, the fee for all certificates is \$5.00 except for the Class V, which is \$2.00. In addition, a Registration Fee of \$2.00 is payable by each applicant who has not held a Montana certificate at any prior time. Fees should accompany completed application forms and should not be sent with letters of inquiry.

9. How much time is required for processing an application for certification?

Applications are processed in the order in which they are received. Incomplete or incorrect applications will be returned to the applicant with instructions for proper completion. Usually no longer than three weeks is required after receipt of a correctly completed application.

10. When a teacher believes that he has met the requirements of a certificate of a different class or of endorsement at a different level, how does he apply?

He should write to the Superintendent of Public Instruction for application materials. Such a change will require the recommendation of an appropriate official of an accredited college or university.

11. If a teacher wishes to change from elementary to secondary endorsement, or vice versa, how can this be accomplished?

The teacher should consult with a teacher training institution regarding a conversion program. On the recommendation of an approved teacher training institution, and on completion of an approved conversion program, a change of level of teaching endorsement may be granted.

12. Can a person hold two or more certificates of different classes simultaneously?

Yes. He must apply for each and pay the required fee for each. Two or more certificates will be issued, and each must be maintained on its own requirements.

13. What is the "fifth year of preparation" required for the Class I Certificate?

This is a year of study beyond a completed teacher preparation program at the Bachelor's level, approved by an appropriate official of an accredited college or university as being a suitable extension of the subject field(s) preparation and professional training of the teacher. Subject field preparation should be stressed. The "fifth year" is not necessarily related to numbers of credits, although the minimum that can be considered is 45 quarter credits. The "fifth year" need not result in the earning of a Master's Degree, although it usually does. However, a Master's Degree in an unrelated field will not generally meet the requirement.

14. What is an endorsement and where is the holder of a Montana teaching certificate authorized to teach?

A certificate endorsement is a notation of the grade level, academic subject fields, or educational specialization included in the holder's preparation. Endorsements are usually indicated by the college or university at the time the institutional recommendation is given.

A teacher with Montana certification may teach in any school in Montana at the level(s) and in the field(s) for which the certificate is endorsed. The certificate must be registered with the County Superintendent of the county where the holder is to teach, within 60 days after the teacher's term of service begins.

15. Does Montana issue Life Certificates?

No. However, Life Certificates issued under former provisions remain in force until the holder reaches age 70 unless the certificate is revoked for cause.

16. Is anyone exempted from certification requirements?

A certificate is not required of teachers in private, denominational, or parochial elementary and secondary schools unless the school seeks accreditation by the State of Montana. However, any person may apply for a certificate and be certificated if he meets all the requirements.

17. Does Montana issue emergency certificates to individuals who do not meet the requirements for regular certification?

Montana does not issue emergency certificates. School administrators who have exhausted all possibilities for obtaining a regularly certificated teacher may request the Superintendent of Public Instruction to issue an Emergency Authorization to an available person who meets State Board of Education requirements for teaching in the emergency situation. The request for emergency authorization must offer satisfactory evidence that the need to hire a partially qualified person is caused by an unavoidable emergency situation within the school district itself. Applications for emergency authorizations originating with individuals desiring to teach will not be accepted. The Emergency Authorization is valid for only one year and for the placement for which requested.

18. Are on applicant's transcripts returned to him?

No. All transcripts required for certification become part of the applicant's permanent folio at the Department of Public Instruction.

19. Where can information about teaching employment be obtained?

This information is available from the Teacher Placement Division, Montana State Employment Service, Box 1728, Helena, Montana, or the employment service of the institution from which a teacher has graduated.

20. Are Montana teachers eligible for social security and retirement benefits?

Social security is available to teachers on a local school district option basis; details can be obtained from the Public Employees Retirement System, Mitchell Building, Helena. All employed teachers are members of the Teachers Retirement System; details can be obtained from the Teachers Retirement System, Mitchell Building, Helena, Montana.

21. Does Montana have an official salary schedule for teachers?

No. A recommended schedule has been developed by the Montana Education Association, Helena, and can be obtained from the Association.

22. Do Montana teachers have tenure rights?

Montana law (Section 75-2401, Revised Codes of Montana, 1947, as amended) provides that after the election of a teacher or principal for the fourth consecutive year in any school district, the teacher shall be deemed re-elected from year to year thereafter, unless there is sufficient cause for dismissal.

